

NLHS MEETING
12/19/2017

ATTENDEES:

Tina Artemis
Melissa Payan
Emilio Llamozas
Jason Nakatsu
Althea Goldfrey
Liz Yo
Charlie Peterson, GSA

Discussions were held regarding what kind of samples and sampling will take place during and after construction according to the SMACNA Guidelines which LEEDs requires we follow. We would like them to conduct samples during the construction to ensure no major changes in IAQ.

Ex. 5 Deliberative Process (DP)

Communication Plan:

We are working with GSA, Contractor and HQ regarding the sampling plans and strategy. When completed this information will be placed on the website for employees to view.

We are placing the SMACNA Guidelines in the EISC for employee review. This document cannot be copied or posted because it is copy righted. Employees may review the guidelines within the EISC Center only.

Recommendation was made that if employees have any issues during construction to contact 303-312-6886 press #1. If we start receiving too many calls, we will revisit the idea of holding a Town Hall.

Next Meeting is scheduled for

January 9, 2018 at 2:00 – 3:00 p.m.

Call in number is Call in number:

Ex. 6 Personal Privacy (PP)

Agenda Topics:

Questions on IAQ

Town Hall Meeting revisited

Any others please submit to Tina by January 8, 2018.